2014-2015

County District School Information System (CDS) for

Approved Private Schools for Students with Disabilities

User Manual

Version 4

State of New Jersey
Department of Education
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Trenton, NJ 08625-0500

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Purpose:

The CDS Information System (CDS) collects and tracks data about educational entities in the state of New Jersey that receive any state or federal funds. By law, state education agencies must submit to the U.S. Department of Education non-fiscal information about all public schools, school districts and state education agencies. The purposes of this system are to centralize data provided by local education agencies and schools; provide users with the ability to easily analyze and report on submitted data; and to reduce the reporting burden for both local and state data producers.

Getting Started:

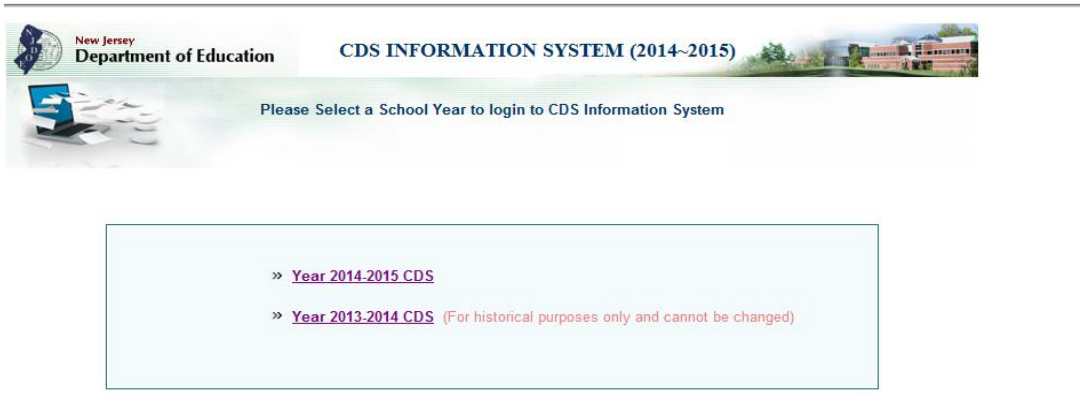
There are multiple levels of the CDS: School, District, County, and DOE Administrator. **Local education agencies will be responsible for school and district data.** County offices of education will be responsible for county data, the verification of district/school data, the approval of requests for new schools (codes), and operational status changes. CDS is a dynamic system where some entries automatically update the system while others require approval (action) by the County Office of Education such as approval for a new school code. DOE administration is currently responsible for updating and maintaining data for specific groups of education entities such as Dept. of Corrections, Juvenile Justice, Dept. of Children and Families, and Nonpublic schools.

CDS Support:

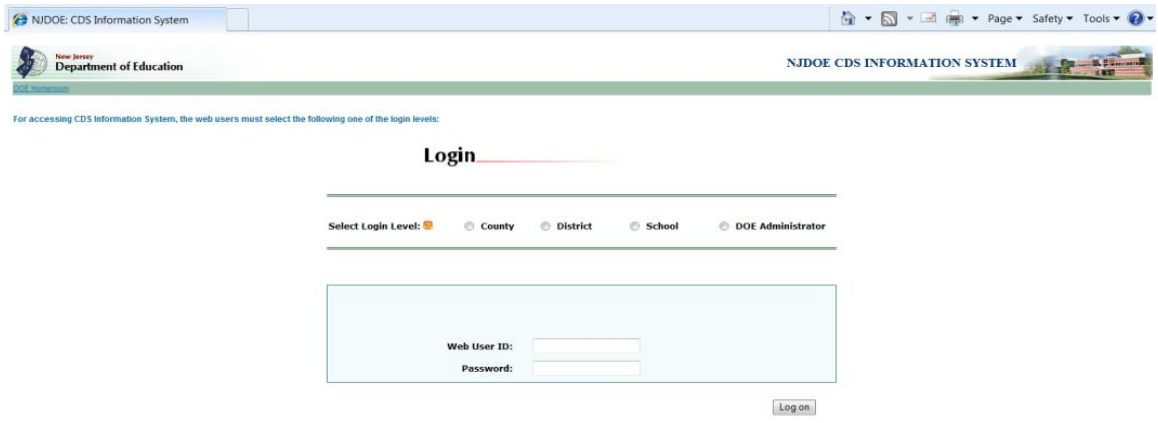
For help or to ask questions email CDS HELP@doe.state.nj.us or call (609)292-4369.

Location:

The CDS Information System is located on the NJ DOE Homeroom Website: http://homeroom.state.nj.us/ and then click on the CDS link. The following screen will appear:

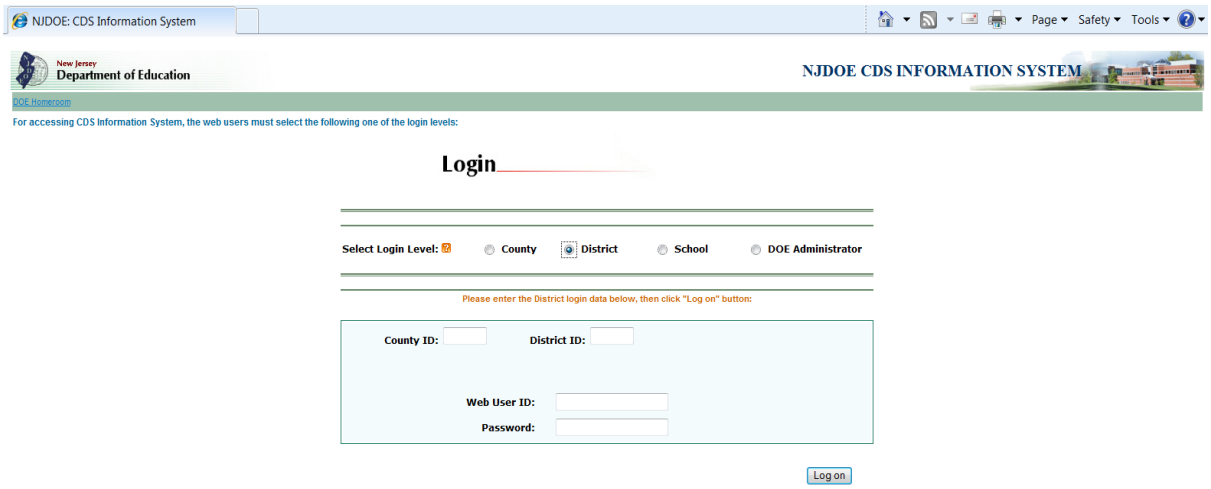

New Jersey
Department of Education
CDS INFORMATION SYSTEM (2014~2015)
Please Select a School Year to login to CDS Information System
» Year 2014-2015 CDS
» Year 2013-2014 CDS (For historical purposes only and cannot be changed)

Click on Year 2014-2015 to enter information for the upcoming school year. Year 2013-2014 will provide historical data and cannot be changed. You will then be directed to the log in screen:



Login:

First, click the radio button to the left of the level you want to access. Approved Private Schools for Students with Disabilities (APSSD) only have access to the District School level login. Once district level is selected, the appropriate ID boxes will appear on the screen.



In the box to the right of County ID: type in the 2 digit county code. In the box to the right of District ID: type in the 4 digit district code. Next, type in your Web User ID and password.** Then click the Log on button.

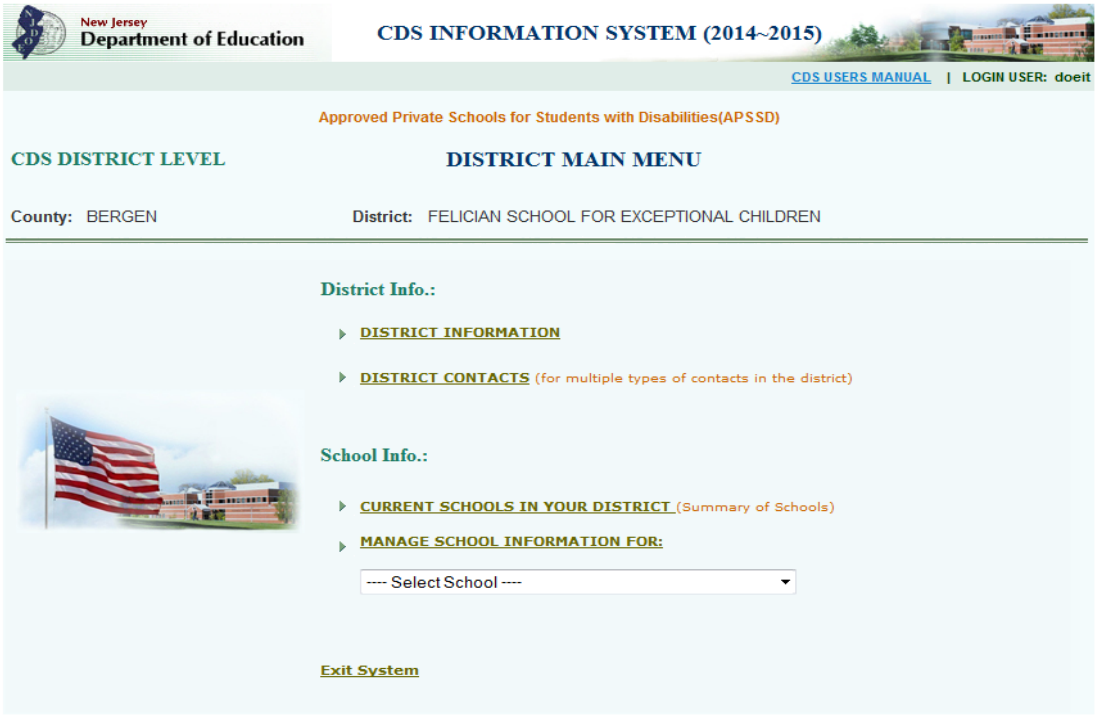
<u>Approved Private Schools for Students with Disabilities</u> must login at the District Level and complete the District Level (LEA) Information AND the School Level Information.

**Before logging into CDS, you must contact your Homeroom Administrator (previously called Web User Administrator or WUA) to create your Homeroom ID and password for this project. You can find detailed information regarding user accounts by clicking on the hyperlink called "About User Account Administration" at http://www.state.nj.us/njded/data/collections/ .

District Main Menu

The main menu contains links for four actions as well as a link to exist the system:

1. District Information – Displays current information and allows user to update certain LEA information.
2. District Contacts – Allows entry of up to twenty district level contacts.
3. Current Schools In Your District – Allows the user to see a list of all the schools in the district/LEA. The user can access the data for each school by clicking on the school link.
4. Manage School Information – Allows the user to select and access school information from which they can view or update certain school level information.
5. Exit System


New Jersey
Department of Education
CDS INFORMATION SYSTEM (2014~2015)
CDS USERS MANUAL | LOGIN USER: doeit
Approved Private Schools for Students with Disabilities(APSSD)
CDS DISTRICT LEVEL
DISTRICT MAIN MENU
County: BERGEN
District: FELICIAN SCHOOL FOR EXCEPTIONAL CHILDREN
District Info.:
DISTRICT INFORMATION
DISTRICT CONTACTS (for multiple types of contacts in the district)
School Info.:
CURRENT SCHOOLS IN YOUR DISTRICT (Summary of Schools)
MANAGE SCHOOL INFORMATION FOR:
---- Select School ----
Exit System

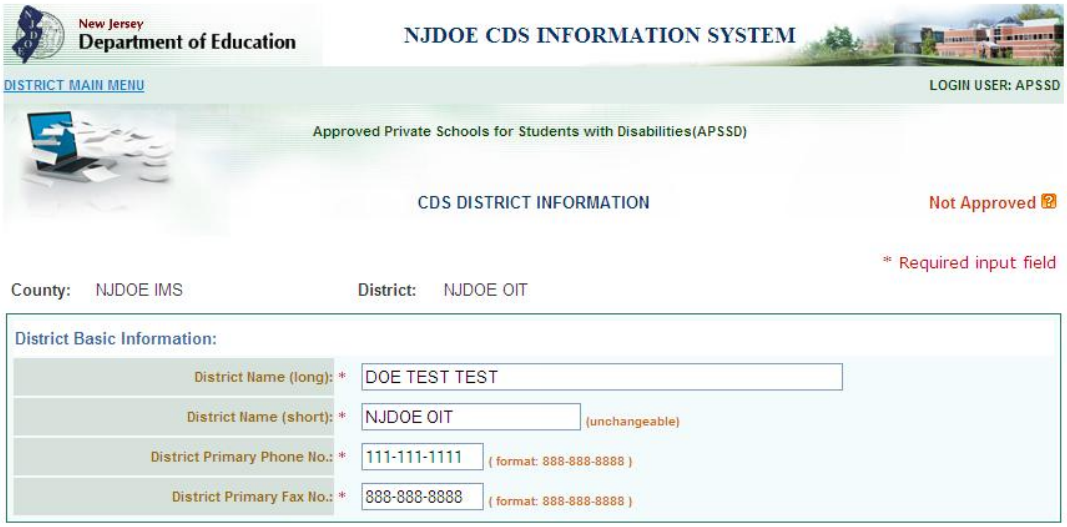
CDS District Info:

District Information

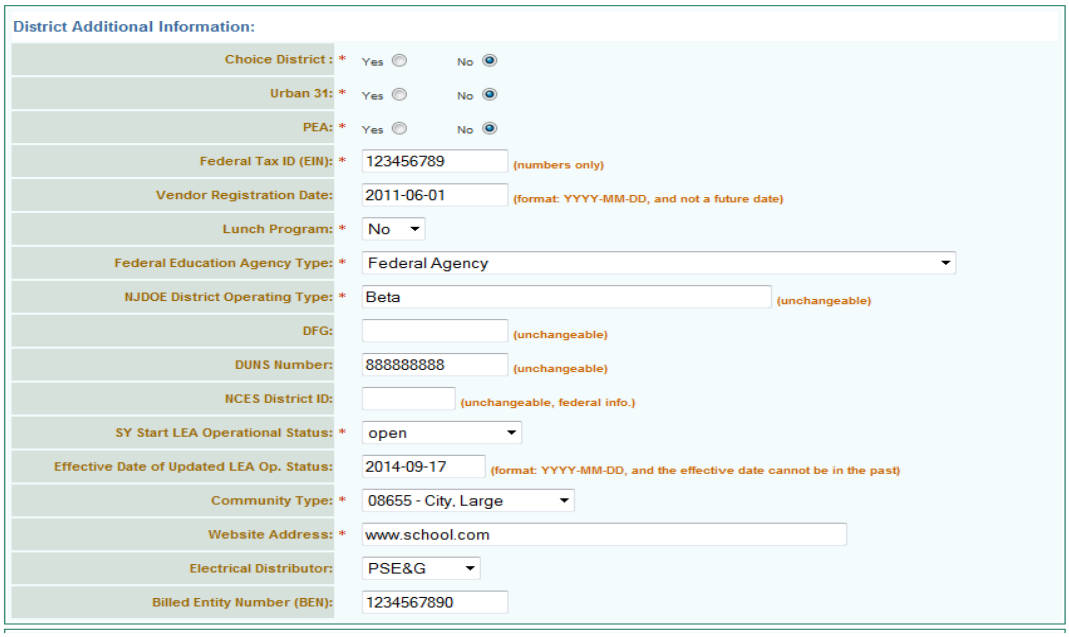
This section identifies descriptive data about your district/LEA. Approved Private Schools for Students with Disabilities have descriptive information in this section.

***District Basic Information*:** The basic information contains four fields for district names, phone number, and fax number. The first field "District Name (long)" is entered by the district and accepts up to 60 characters. It should NOT begin with "THE" and should reflect the legal name of the Approved Private School for Students with Disabilities. Do not use all CAPITAL letters when completing this field.

The second field "District Name (short)" is pre-populated and cannot be changed by a district. Please notice "(unchangeable)" after the field. NJDOE uses the "District Name (short)" on all of our in house data collections; whereas, the longer name is used for the NJDOE School Directory and EDFacts (federal electronic reporting).

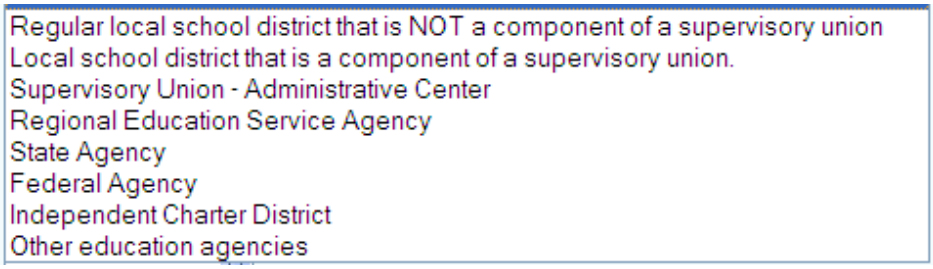

New Jersey
Department of Education
NJDOE CDS INFORMATION SYSTEM
DISTRICT MAIN MENU
LOGIN USER: APSSD
Approved Private Schools for Students with Disabilities(APSSD)
CDS DISTRICT INFORMATION
Not Approved
* Required input field
County: NJDOE IMS
District: NJDOE OIT
District Basic Information:
District Name (long): * DOE TEST TEST
District Name (short): * NJDOE OIT (unchangeable)
District Primary Phone No.: * 111-111-1111 (format: 888-888-8888)
District Primary Fax No.: * 888-888-8888 (format: 888-888-8888)

District Additional Information: The second box contains fields of miscellaneous information about the district needed for state and federal reporting.


District Additional Information:
Choice District : * Yes No
Urban 31: * Yes No
PEA: * Yes No
Federal Tax ID (EIN): * 123456789 (numbers only)
Vendor Registration Date: 2011-06-01 (format: YYYY-MM-DD, and not a future date)
Lunch Program: * No
Federal Education Agency Type: * Federal Agency
NJDOE District Operating Type: * Beta (unchangeable)
DFG: (unchangeable)
DUNS Number: 888888888 (unchangeable)
NCES District ID: (unchangeable, federal info.)
SY Start LEA Operational Status: * open
Effective Date of Updated LEA Op. Status: 2014-09-17 (format: YYYY-MM-DD, and the effective date cannot be in the past)
Community Type: * 08655 - City, Large
Website Address: * www.school.com
Electrical Distributor: PSE&G
Billed Entity Number (BEN): 1234567890

- "Choice District" field is used to identify the districts accepted as a choice district by NJDOE for the upcoming school year. Approved Private Schools for Students with Disabilities will select NO.
- "Urban 31" are the former "Abbott" districts. Approved Private Schools for Students with Disabilities will select NO.
- "PEA" field is for Preschool Education Aid under current funding statute (previously called ECPA)
- "Federal Tax ID (EIN)" field is the district's federal tax ID which is required for the Office of Grants Management.
- "Vendor Registration Date:" field is the date the district registered as a business with the state of New Jersey.
- "Lunch Program:" field indicates whether the district participates in the USDA approved lunch program (free & reduced).

- "Federal Education Agency Type". Choose from the following options that best fits the district: (this is not a required field for Approved Private Schools for Students with Disabilities).


Regular local school district that is NOT a component of a supervisory union
Local school district that is a component of a supervisory union.
Supervisory Union - Administrative Center
Regional Education Service Agency
State Agency
Federal Agency
Independent Charter District
Other education agencies

The chart below explains the federal education agency types.

Code	Education Agency Type	Description
1	Regular local school district that is NOT a component of a supervisory union	This agency type includes both independent school districts and those that are a dependent segment of a local government, such as a city or county. Agencies that do not operate schools (referred to as "non–ops") but have primary responsibility to provide free public elementary and/or secondary education to school–age children within their jurisdictions should be included.
2	Local school district that is a component of a supervisory union	A superintendent and administrative services are shared with other local school districts. Each agency given this code must have an entry in the Supervisory Union Identification Number. "Non–ops" in supervisory unions should be included in this category.
3	Supervisory union[1]	Supervisory union administrative center or county superintendent's office serving the same purpose. Each agency given this code must have an entry in the Supervisory Union ID data field.
4	Regional Education Service Agency (RESA)[2]	Agencies created for the purposes of providing specialized educational services to other education agencies. Each agency given this code can optionally have an entry in the Supervisory Union ID data field.

[1] LEAs with an Education Agency Type Code of "3-Supervsiory Union" are not included in N/X052 because the students are reported by the LEAs with the "Education Agency Type Code of "2-Local school district that is a component of a supervisory union." FTEs of staff are reported by either the LEA with the code of "3" or "2" but not by both.

Code	Education Agency Type	Description
5	State Agency providing elementary and/or secondary level instruction	These are typically for school–age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, and state hospitals.
6	Federal Agency providing elementary and/or secondary level instruction	These are typically for school–age children in a specified population[3]
7	Independent Charter District	Any LEA that is made up only of one or more charter schools.
8	Other Education Agencies	Other Education Agencies include: 1) Intermediate levels of public agencies that provide education but are not school districts, such as county juvenile detention centers, sheriff's offices, or university lab schools; 2) Nongovernmental organizations that provide education such as hospitals[4], residential treatment centers, YMCA, or Easter Seal Society; 3) Postsecondary schools or agencies reported in order to include a postsecondary "shared time" school, such as community colleges or technical institutes; and 4) Other agencies that do not meet the criteria for any other agency types 1 through 7. SEAs may submit on the same LEA directory file a juvenile detention center, a University lab school, a residential treatment center, and a postsecondary technical center, all of which are Other Education Agencies, along with LEAs with Agency Types of 1-7. Do not report these agencies on the current list as Type 8, Other Agency Type: • Nonpublic PK-12 school agencies. • Charter school agencies. If "8" is used, please provide a description of the entity in the explanation field.

[2] LEAs with an Education Agency Type Code of "4-Regional Education Service Agency" report staff and students not reported by another LEA.
[3] To avoid double counting, the 50 states, DC, and PR exclude Bureau of Indian Education (BIE) and Department of Defense (DoD) schools. These schools are reported by BIE and DoD.
[4] Although we separate state- and county-operated correctional facilities into Type 5 or Type 8, the number of hospitals serving students is a lot smaller. It would be unnecessarily confusing to try to separate hospitals into state- and county-operated.

- "NJDOE District Operating Type" field is pre-populated based on the Office of School Finance type of grade plans for a district.
- "DFG:" field is District Factor Groups and is pre-populated by NJDOE for public school districts only (vocational and charters do not have a DFG).
- "DUNS Number:" DUNS (data universal numbering system) numbers are issued by Dun and Bradstreet (D&B) and consist of nine digits. It is used for federal grant reporting and is a required field that cannot be changed
- "NCES District ID:" field is the code USED uses to identify LEAs. It is pre-populated and assigned by USED. The code is used for federal reporting and is unchangeable. *APSSD do not have NCES codes as they are not included in our federal reporting.*
- "SY Start LEA Operational Status:" field is default set to "open" meaning the Approved Private School for Students with Disabilities was open the previous year and will open again in the upcoming school year.
- "Effective Date of Updated LEA Op. Status:" field is only filled out if the district/LEA or charter school operational status is changed during the school year.
- "Community Type:" field is an indication of a census defined area. The following is a list of the types and meanings.

Community Type Codes Meanings

08655 - City, Large – Territory inside an urbanized area and inside a principal city with population of 250,000 or more.

08656 - City, Midsize – Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.

08657 - City, Small – Territory inside an urbanized area and inside a principal city with population less than 100,000.

08658 - Suburb, Large – Territory outside a principal city and inside an urbanized area with population of 250,000 or more.

08659 - Suburb, Midsize – Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.

08660 - Suburb, Small – Territory outside a principal city and inside an urbanized area with population less than 100,000.

08661 - Town, Fringe – Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.

08662 - Town, Distant – Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.

08663 - Town, Remote – Territory inside an urban cluster that is more than 35 miles from an urbanized area.

08664 - Rural, Fringe – Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.

08665 - Rural, Distant – Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.

08666 - Rural, Remote – Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

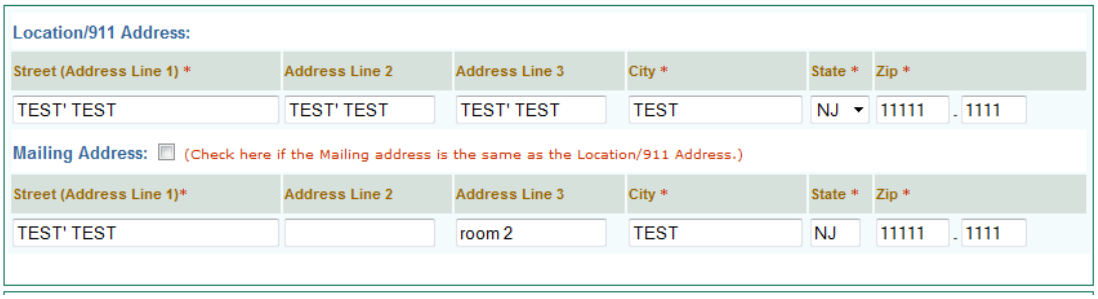
08999 - Regional – Contain multiple elementary schools districts with varying community types.

99999 –Does Not Apply

- "Website Address" field needs to contain a valid URL address starting with www. This web address appears on the NJDOE School Directory.
- "Electrical Distributor" is the company that provides the electricity to the school district; a supplier is the company that provides the electricity to the electric company that distributes to customers (it may be the same as the distributer or it may be different).
- "Entity Number" is the unique number assigned by USAC to an entity that participates in the Schools and Libraries (E-Rate) Program.

Addresses: This box contains both the location/911 address and the mailing addresses. Both are mandatory and a check box is available if the mailing address is the same as the 911 address.

A 911 address is the physical street address of a structure. This physical address is maintained in a confidential 911 telephone number information database, which links telephone numbers and addresses at the time of a 911 emergency call.



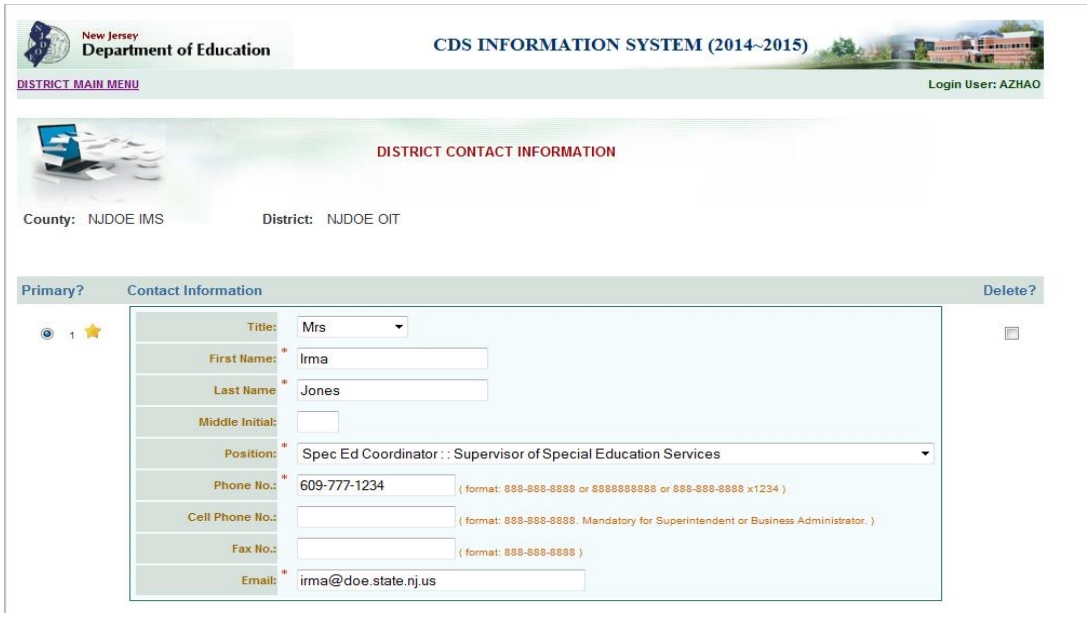
District Contacts– (for multiple types of contacts in the district)

This link takes the user to the Contacts screens which are available for updates throughout the school year. This information must be kept up to date as this information is posted on the NJDOE website, and is used as the source of contact for NJDOE program offices, the county education offices, and the regional achievement centers.

The PRIMARY DISTRICT CONTACT must be the superintendent or the lead person. This is the person whose name appears in the NJDOE Directory.

Contact information will be available for updates throughout the school year and should be kept up to date as this information is posted on the NJDOE website as well as county education office websites. Up to 14 additional district contacts are available to enter under the "District Contacts" link. Select the number of additional contact you want to entry by clicking on the drop down box

next to "**Add more contacts** « « « " and selecting the number of contact you wish to add.



Approved Private Schools for Students with Disabilities must include the following positions:

1. Superintendant/ Head of School – *(this is the person whose name appears on the NJDOE directory and must be chosen as the primary contact)*
2. APSSD Point of Contact – *(this is the person who receives communication from NJDOE Office of Special Education)*
3. Business Administrator
4. District Educational Stability Liaison
5. District ABC/ Anti-bullying Coordinator
6. Technology Directory/ LEA PARCC IT Contact
7. State Testing Coordinator/ PARCC Coordinator

The District Educational Stability Liaison is defined as:

The educational stability liaison serves as the primary contact for communication, collaboration and information sharing with the DCF and school staff regarding students in the district who are in out-of-home placements. In many districts, this person may also be the child welfare liaison required by N.J.A.C. 6A:16-11.1(a)6, the McKinney-Vento liaison required by the *McKinney-Vento Homeless Education Assistance Improvements Act of 2001*, a guidance counselor or a social worker. The district educational stability liaison facilitates school registration, placement,

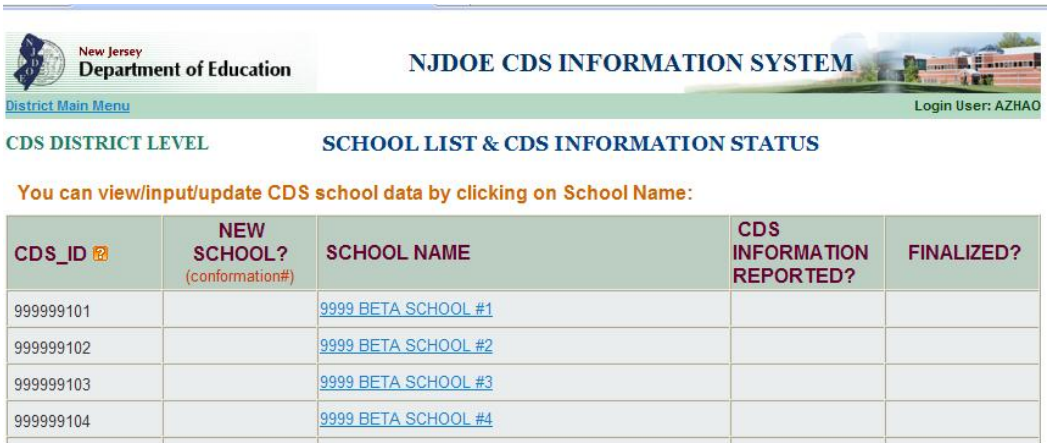
educational planning, support services, resource identification, collaboration and problem resolution. In addition, the liaison may be invited to attend cross-trainings between education and child welfare personnel to acquire knowledge about systems and resources.

Once you have completed and or updated the information please click on the "Save" button to update the record. Please verify information before saving it.

CDS School Info:

Current Schools In Your District (Summary of Schools)

This links to the **School List & CDS Information Status** table that lists the schools identified in the district/LEA and summarizes the CDS information status for each school. The table contains columns for CDS_ID, new schools, school names, CDS information reported, and finalized. (*Screen shot below taken from test data*).



- The "*CDS_ID"* column lists the existing CDS identification code for each school. This information cannot be changed but does need to be reviewed. Please notice the orange question mark following the column heading in the screen shot below.

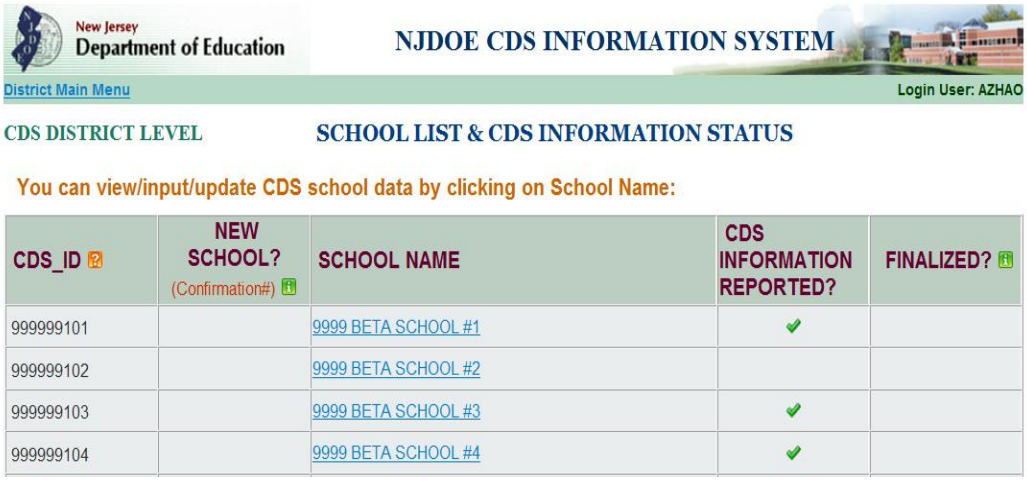
This is a HELP button that defines CDS_ID. If there is a discrepancy then contact CDS Support immediately at CDSHELP@doe.state.nj.us

If you are MISSING A SCHOOL that you feel is an error, or if a SCHOOL LISTED IS CLOSED, immediately contact CDS Support: CDSHELP@doe.state.nj.us

- The "*NEW SCHOOL? (confirmation #)"* column. Approved Private Schools for Students with Disabilities will not have the ability to enter new schools in the CDS system.

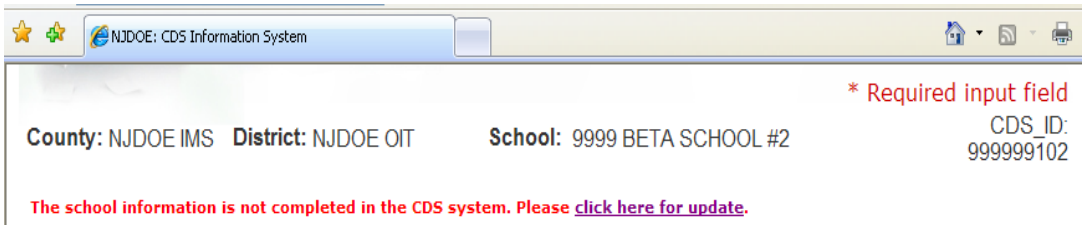
- The "*SCHOOL NAME"* column displays each school as a link. The link allow for linking to the school information contained on the "*CDS: VIEW SCHOOL INFORMATION*" screen. This screen option is located on the menu for Manage School Information. This screen is discussed in detail in later in the manual.

- The "*CDS INFORMATION REPORTED?"* column will have a check mark in it if the district has entered all the required information about the school properly and has successfully updated the school record. See the screen shot below. *(A green check mark indicates the school information was updated.)*



If there is no check mark, districts need to review and update the school information record to be complete. All districts and LEAs must have check marks for all of their schools. County education offices are responsible for finalizing all district and school information in their respective counties.

1. To update school information click on the school name link.
2. This links to a view of the school information.
3. Click on the link in **purple text** that says, "*click here for update*" (see screen shot below).


NJDOE: CDS Information System
* Required input field
County: NJDOE IMS District: NJDOE OIT
School: 9999 BETA SCHOOL #2
CDS_ID: 999999102
The school information is not completed in the CDS system. Please click here for update.

4. This links to the CDS School Update Screen which is where data is entered about the school. More specific discussion about this screen is in the Manage School Data section.

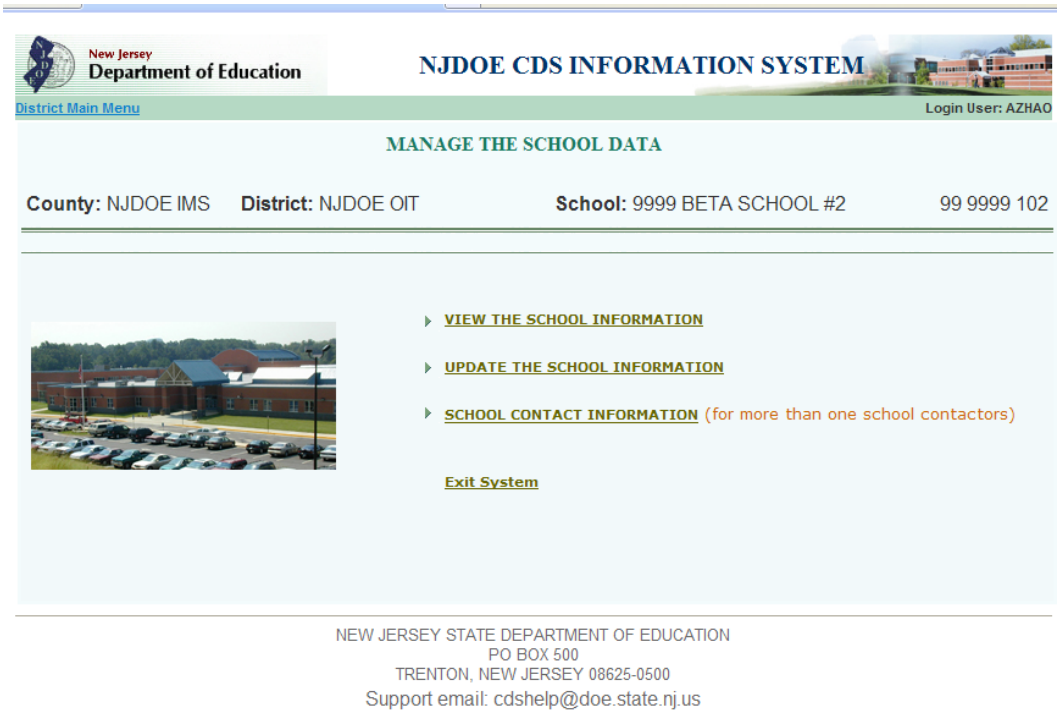
- The "*FINALIZED?*" column indicates the status of review and approval by county education office. If a check mark appears in the column then that school's information has been reviewed and approved. If there is no check mark then it has not yet been reviewed and/or approved.

Manage the School Data Menu

This link allows the user to select and access school information from which they can view or update. This section contains links to three menu options as well as a link to exit the system.

1. View The School Information –This section displays all the descriptive information the system has about school.

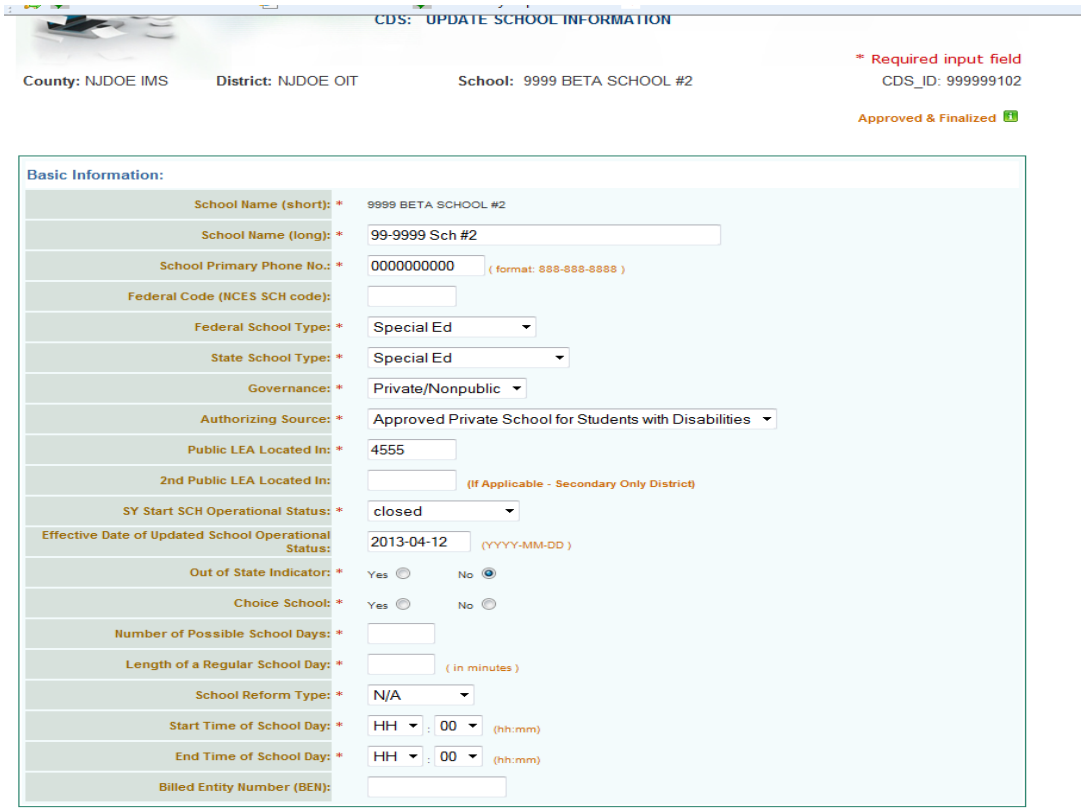
2. Update the school information – This section allows the user to update some but not all the fields of school information. Some of the pre-populated fields are not changeable such as, the Federal NCES School Code.
3. School Contact Information – This section allows the user to enter additional contact information for the school.
4. Exit System



View The School Information – This section displays all the descriptive information the system has about school. Use this screen to print information for each school.

Update The School Information – This section allows the user to update some but not all the fields of school information. Some of the fields have been pre-populated and cannot be changed by the user (*see the screen shot below*). If there is incorrect data in unchangeable fields then the user needs to contact the CDS Support immediately at CDSHELP@doe.state.nj.us .

***Basic Information*:** This section identifies descriptive data about schools in your district. Approved Private Schools for Students with Disabilities have descriptive school information.


CDS: UPDATE SCHOOL INFORMATION
* Required input field
County: NJDOE IMS
District: NJDOE OIT
School: 9999 BETA SCHOOL #2
CDS_ID: 999999102
Approved & Finalized
Basic Information:
School Name (short): * 9999 BETA SCHOOL #2
School Name (long): * 99-9999 Sch #2
School Primary Phone No.: * 0000000000 (format: 888-888-8888)
Federal Code (NCES SCH code):
Federal School Type: * Special Ed
State School Type: * Special Ed
Governance: * Private/Nonpublic
Authorizing Source: * Approved Private School for Students with Disabilities
Public LEA Located In: * 4555
2nd Public LEA Located In: (If Applicable - Secondary Only District)
SY Start SCH Operational Status: * closed
Effective Date of Updated School Operational Status: 2013-04-12 (YYYY-MM-DD)
Out of State Indicator: * Yes No
Choice School: * Yes No
Number of Possible School Days: *
Length of a Regular School Day: * (in minutes)
School Reform Type: * N/A
Start Time of School Day: * HH : 00 (hh:mm)
End Time of School Day: * HH : 00 (hh:mm)
Billed Entity Number (BEN):

- "School Name (short)" field is pre-populated and cannot be changed by a user. The field size is 25 characters to accommodate NJDOE's older data collection systems.
- "School Name (long)" field needs to be entered and accepts up to 60 characters. It is used for the federal directory of schools.
- "School Primary Phone No" field is pre-populated but it can be changed. Please do not use any special characters in this field as it is formatted for the federal directory file of schools.
- "Federal Code (NCES SCH code)" field is pre-populated for existing schools as well as for "future" charter schools that have been previously

reported in the federal directory of schools. If this field is blank and the school was open or listed as future then please contact the CDS Support immediately at CDSHELP@doe.state.nj.us

- "Federal School Type" field is required for federal reporting. Select the most appropriate from the drop-down menu. Below is a chart of the descriptions from the federal specification. Additional guidance follows.

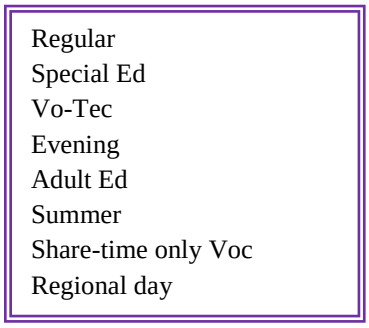
School Type	Description
Regular School	A public elementary/secondary school that does NOT focus primarily on vocational, special or alternative education, although it may provide these programs in addition to a regular curriculum.
Special Education School	An elementary/secondary school that focuses primarily on serving the needs of students with disabilities.
Vocational Education School	A school that focuses primarily on providing secondary students with an occupationally relevant or career–related curriculum, including formal preparation for vocational, technical or professional occupations.
Alternative Education School	A public elementary/secondary school that addresses the needs of students that typically cannot be met in a regular school program. The school provides nontraditional education; serves as an adjunct to a regular school; and falls outside the categories of regular, special education, or vocational education.
Reportable Program	A program within a school that may be self-contained, but does not have its own principal. If "5" is used, please provide a description of the entity in the explanation field.

Additional Guidance on School Type:

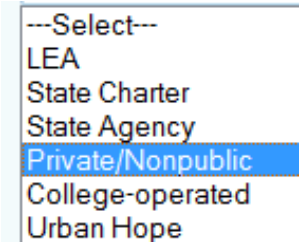
1. Charter schools are classified in the same manner as non-Charter schools.
2. Approved Private Schools for Students with Disabilities will choose Special Education School type.
3. To be reported as a reportable program in the Directory, that program or entity:
   a) May not be a public school under the CCD and ED*Facts* definition of a school (See section 2.5, Other Definitions); and
   b) Must report students to ED*Facts* at the school level for a specific federal program requirement; and
   c) The students reported in the reportable program are eligible to receive free public education from the state.

4. If a school has 10 or more students and 90% or more of those students have IEPs, the school should be reported either as a Special Education School (School Type 2) or as an Alternative Education School (School Type 4). This is one criteria CCD uses in their review of school type so that similar schools are consistently identified as having a Special Education focus. Schools with less than 90% of the students having IEPs can also be reported as Special Education or Alternative Education school types if that meets your state's criteria.

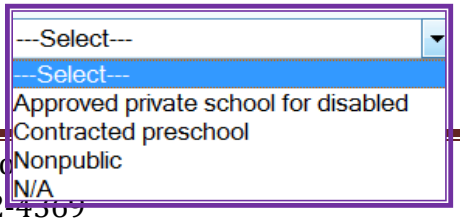
- "State School Type" field is required for state reporting. Select the most appropriate from the drop-down menu. See the choice in the screen shot below. When possible please be consistent with the federal school type selection.



- "Governance" field is required for state reporting. Approved Private Schools for Students with Disabilities will choose Private/Nonpulbic.



- "Authorizing Source" - Approved Private Schools for Students with Disabilities and other Private/Nonpublic schools will select the appropriate type from the following list:



- "Public LEA Located In" field is used for state reporting and consists of the 4 digit district code in which the school resides. For Approved Private Schools for Students with Disabilities, use the funding source code.

- "2nd LEA School Is Located In" field is optional and **only used when a school resides within two different LEAs**. Approved Private Schools for Students with Disabilities, will not fill in a 2nd LEA code.

- "SY Start SCH Operational Status" field is set to open but it can be changed from selecting from the drop-down menu (*see the following screen shot*). Approved Private Schools for Students with Disabilities will only choose "open", "closed", or "conditional".

IMPORTANT NOTE: This field **CANNOT** be changed after August 1. If the operational status of a school changes during the school year, DOE will manually change the database. Contact CDS Support at: CDSHELP@doe.state.nj.us

- "Effective Date of Updated LEA Op. Status:" field is only filled out if the district/LEA or charter school operational status is changed during the school year.

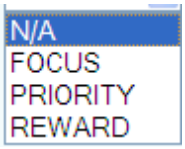
- "Out of State Indicator" field is set to NO assuming that all open schools are located in the State of New Jersey. The only exception may be a "Future" Charter School that has a contact address out of state (typically NY or PA).

- "Choice School" field. Approved Private Schools for Students with Disabilities will select "No".

- "Number of Possible School Days" field should be entered by the district and **consistent with school board policy**.

- "Length of a Regular School Day" field should be greater than four hours. This is not instructional time only; it is **from starting bell to ending bell** and is reported in minutes. Approved Private Schools for Students with Disabilities, should record the length of the school day during the regular school year, not during extended year programs.

- "School Reform Type" is for public schools that have been selected as a Focus, Priority, or Reward School. Approved Private Schools for Students with Disabilities will choose N/A



- "Start Time of School Day" - Select the start time of the school day by hour and 5 minute increments.

- "End Time of School Day" - Select the end time of the school day by hour and 5 minute increments. (Times listed are based on 24 hours. 1:00 am equals 1:00, midnight equals 24:00)

APSSD/Non-public Section: This section is to be completed by Approved Private Schools for Students with Disabilities.

- "Type of Program" - Select the most appropriate from the drop down menu.

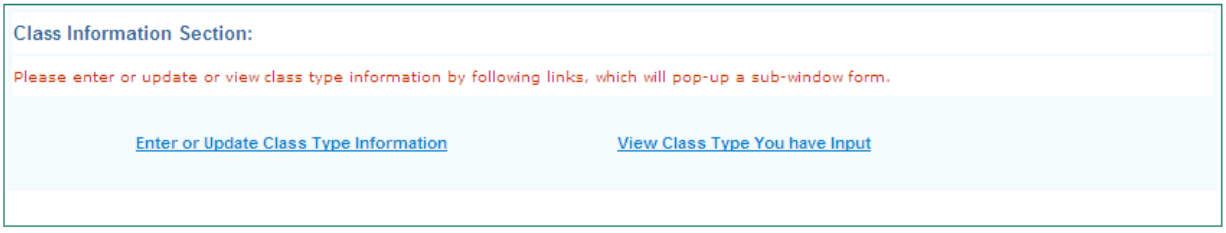
- "Length of Program" - Select the most appropriate; either 10 month program or 10 month program with an extended year option.

- "For Profit" – Select No if the school is not for profit and Yes if the school is for profit.

- "Location County Code" is the county code where the school is located. Select from the drop down menu.

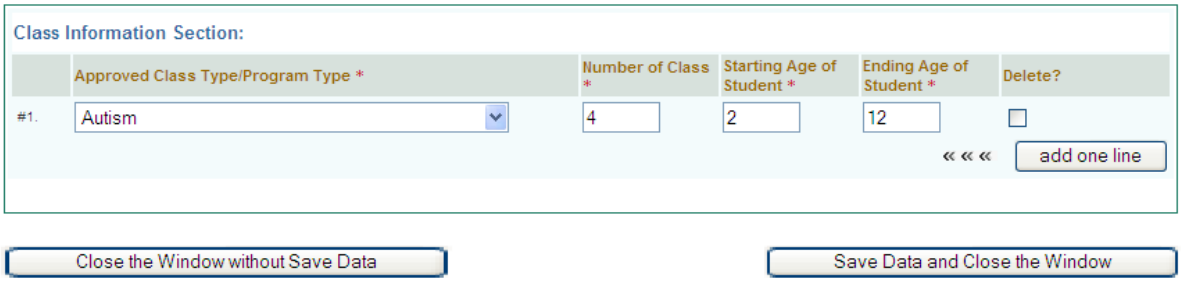
- "Housed in a Public School" field is for Approved Private Schools for Students with Disabilities whose program is located in a public school where the students are in the presence of general education peers. If located in a public school in the presence of general education peers, select 'Yes' and then fill in the 9 digit public school code where the program is located.

Class Information Section: This is a mandatory section and provides information for class types within the school. Click 'Enter or Update Class Type Information' to add class types or edit existing class type information. To simply view class type information that has been entered, click 'View Class Type'.

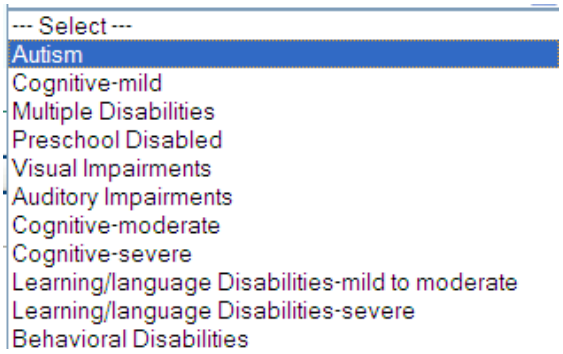

Class Information Section:
Please enter or update or view class type information by following links, which will pop-up a sub-window form.
Enter or Update Class Type Information
View Class Type You have Input

To enter or update class type information, use the drop down menu to choose the approved class/program type. For each type, enter the number of classes, and the starting and ending age of the students. Click the 'add one line' button to add

additional class types until all approved class types for each age range have been entered.



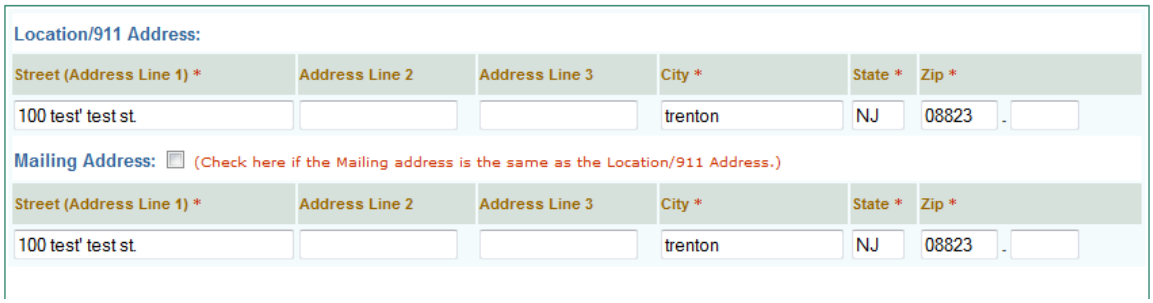
Approved Private Schools for Students with Disabilities have the following class type options:



Once all class/program types have been entered click 'Save data and close window' to exit the pop up screen.

Office of Emergency Management Contact: Fill in this field with the name of the local Office of Emergency Management. Provide a contact name and phone number if available.

Addresses: This box contains both the location/911address and the mailing address. Both are mandatory and a check box is available if the mailing address is the same as the location/911 address.



School Grade Levels of Students Served: This is required for state reporting. Select the grade levels of students being served by the school whether they are attending the school or being served in another location. There are descriptions of the grade levels listed in the following table. Grade levels outside the norm of the school may include preschool for students with disabilities, special programs for a select group of students who would not normally attend this school such as gifted program or LEP programs.

> ***IMPORTANT NOTE:*** This field **CANNOT** be changed after August 1. If the operational status of or a configuration of students served for a school changes during the school year contact CDS Support at: CDSHELP@doe.state.nj.us with the updated information to be changed.

School Grade Levels Descriptions:

3H PS 3 yrs old half day	**DH** Developmental kindergarten half day	**04** 4th grade	**PG** Post graduate
3F PS 3 yrs old full day	**DF** Developmental kindergarten full day	**05** 5th grade	**A1** Adult HS < 14 credits
4H PS 4 yrs old half day	**KH** Kindergarten half day	**06** 6th grade	**A2** Adult HS > 14 credits
4F PS 4 yrs old full day	**KF** Kindergarten full day	**07** 7th grade	
5H PS 5 yrs old half day	**PF** Pre-first	**08** 8th grade	
5F PS 5 yrs old full day	**01** 1st grade	**09** 9th grade	
	02 2nd grade	**10** 10th grade	
	03 3rd grade	**11** 11th grade	
		12 12th grade	

Official School Grade Configuration: This is required for state and federal reporting. The district should have selected the officially recognized grade configuration of the school. There are descriptions of the official grade configurations are listed in the following table.

IMPORTANT NOTE: This field **CANNOT** be changed after August 1. If the operational status of or a configuration for a school changes during the school year contact CDS Support at: CDSHELP@doe.state.nj.us with the updated information to be changed manually.

PK *Prekindergarten*	**05** 5th grade	**PG** Post graduate
KG Kindergarten	**06** 6th grade	**AE** Adult Education
01 1st grade	**07** 7th grade	
02 2nd grade	**08** 8th grade	
03 3rd grade	**09** 9th grade	
04 4th grade	**10** 10th grade	
	11 11th grade	
	12 12th grade	

Program Description: If the school offers special programs, write a description for the program. Descriptions can include but are not limited to tuition, acceptance of students from outside the district, specific type of student served, program philosophy, etc. The maximum number of characters is 1200.

School Contact Information: (for multiple types of contacts in a school) The school contacts screen is available for updates throughout the school year and **must be kept up to date** because this information will be posted on the NJDOE website, used as the source of contact for NJDOE program offices, the county education offices, and the regional achievement centers. Currently, school contacts must also include the following positions:

1. Principal or School Lead Person
2. State or School Testing Coordinator
3. Anti-bullying Specialist